



Director of Cultural Affairs and Leisure Services

The City of Riverdale, Georgia, (est. pop. 15,000) is accepting applications for the position Director of Cultural Affairs and Leisure Services. The City of Riverdale is a fast growing; metropolitan community located in the “Southern Crescent” of Clayton County and is the second largest city (population) in the Clayton County area with a Council/City Manager form of government. The City is approximately 10 miles south of Atlanta only, 5 miles south of Hartsfield-Jackson International Airport, one of the nation’s busiest airports. The City employs approximately 135 full-time employees.

Job Summary:

The following duties are essential but not limited for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City manager. Specific responsibilities include:

Plans, organizes, and directs the activities, operations, and staff of the department. Coordinate the maintenance of the facility with the Director of Facility Maintenance and General Services. Prepares annual operating budget, develops revenue plans to include facility rental fees, membership and class fees, concerts, conferences, special events and grants; evaluates the City’s comprehensive long and short-range cultural and leisure programs annually using internal and external customer surveys, including events and use of City facilities, e.g. the Riverdale Centre, Public Plaza, Amphitheater and park. Develop an annual Capital Improvements Plan for Riverdale Centre, Amphitheater and park. Review on-going activities of the department staff, providing consultation to management staff; coordinates activities with other city departments, divisions, and external agencies; and provides highly responsible, complex support to the City Manager and City Council; prepares an annual report of Riverdale Centre operations and activities. Assists in the organization, implementation and marketing of City sponsored special events. Provide on-site supervision to high profile events that may occur on weekends, select holidays and/or evenings, and at multiple locations. Work involves coordination of diversified community enrichment programs in recreation and sports programming through the development and use of appropriate facilities, equipment, programs, and trained personnel. Develop departmental policies and procedures, facility use guidelines for customers, appropriate risk management policies and appropriate insurance coverage in accordance with the organization’s policies and applicable laws. Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Working knowledge of Microsoft Office products is essential. Communicates effectively and courteously with public, city staff members, and other employees, in person, in writing, and by telephone; handles client and citizen complaints, resolving them with prompt and effective decisions without close supervision.

Minimum Qualifications:

Bachelor’s degree or equivalent; Master’s Degree in Public Administration, area of assignment; Business Administration or related field required; Five years’ experience in a related field. Minimum of three to five years of related experience in local government management and professional level of work preferred. Must possess and maintain a valid Georgia driver’s license. Experience in directing an event/recreation and in municipal government facility with preference given to candidates with the experience in a mid to high-growth municipality. Preferred experience with youth, adult, and senior recreational programming for a diverse community. Experience in managing the development and implementation of parks and recreation facilities (e.g., recreational centers, sports



complexes, and aquatic centers), and coordinating public event projects (ticketed and free) highly desirable. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

Salary & Benefits

The salary range is \$49,087(minimum) – \$64,521(mid-point), based on qualifications. The City offers a comprehensive benefits package. Visit our website for a detailed job description and list of benefits: www.riverdalega.gov.

Qualified applicants may forward applications and resumes to:

City of Riverdale, Human Resources Division
971 Wilson Road
Riverdale, Georgia 30296
Website: www.riverdalega.gov

Applications may be downloaded online at www.riverdalega.gov

The City of Riverdale does not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law. The City of Riverdale is an Equal Opportunity Employer.